

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

HUMAN RESOURCES ASSISTANT (Durational)
(Human Resources Division)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: **Candidates on a Current Examination Certification List**

Location: New Haven, CT

Job Posting No: TH111140CO **Hours:** 40

Salary: CR-19 / \$54,171.00 - \$70,310.00 (Annually) **Closing Date:** April 30, 2015

The Department of Children & Families is recruiting for a Durational Human Resources Assistant within the Human Resources Division. This position will be located in the New Haven area office with responsibility for the New Haven and Milford area offices.

Eligibility: **Candidates must have passed the Human Resources Assistant examination and be on the current certification list promulgated by the CT Department of Administrative Services (DAS) by the date of appointment.**

Example of Duties: Reviews application for minimum qualifications and participates in employment process; conducts employee orientation sessions; generates and coordinates processing of human resources transactions and requests for position actions (e.g. establish, reclassification); counsels employees on career mobility, employee benefits, separation, transfer, tuition reimbursement and/or retirement policies and procedures; participates in recruitment process; responds to inquiries by gathering information and composing correspondence; utilizes human resources information systems to produce reports and summarize data; assists in agency performance evaluation process; may assist in the preparation and delivery of training; may gather information and data for grievances and requests for information; may calculate seniority and longevity; may be assigned to one or more specialized human resources operations or programs; may assist human resources professionals with special projects; may conduct research; performs related duties as required.

General Knowledge: Knowledge of principles and techniques of public human resources management; some knowledge of relevant state and federal statutes and regulations; some knowledge of labor relations; some knowledge of affirmative action principles and requirements; interpersonal skills; oral and written communication skills; ability to apply human resources practices and procedures in recruitment, selection, classification, compensation, payroll and benefits administration; ability to utilize human resource information systems; ability to analyze and gather data; ability to problem solve.

General Experience: Five (5) years of experience in complex clerical work in human resources management in at least one of the following areas: recruitment, selection, personnel assessment, classification, compensation, benefits, payroll, affirmative action, employee relations, labor relations, organizational and/or employee development. **Note:** For state employees complex clerical work is interpreted at the level of Office Assistant or above.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of SUPERVISORY references from current and/or previous supervisors to the address below. Please reference Job Posting # **TH111140CO**. Application material can also be faxed to (860) 550-6433.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET, HUMAN RESOURCES, 8TH FLOOR, HARTFORD, CT 06106
Attention: Taneisha Hancel

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.